



## 2014 TOWN OF FAIRFAX

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### SELECTBOARD MEETING MONDAY, JANUARY 6, 2014 7:00 PM

The minutes presented below are unapproved subject to corrections and/or additions at the next Selectboard meeting. Those corrections and/or additions will be written to the original minutes. If you, the viewer, wish to personally see those changes, you will need to go to the Fairfax Town Office to view those changes as written on the original paper copy.

**Selectboard Members Present:** Randy DeVine, Chair; Dave Shea, Tom Fontaine and Leebeth Ann Lemieux (7:07 pm.) Chris Santee was absent.

**Public Present:** Rachelle Levau, School Board and LCATV.

**Call to Order:** Randy called the meeting to order at 7:05 pm.

#### **Minutes:**

**12.10.13** - Tabled due to not having a quorum of eligible SB members who attended the meeting.

**12.16.13** -

\*Tom made the motion to approve the minutes for 12.16.13 as written; seconded by Dave. The motion carried with a vote of 4-0.

#### **Warrant Items:**

Dave questioned the utility's assistant pushing full-time status again. He has mentioned this in the past. In general, it was felt that the budget as well as employee hours should be available while approving the payroll and warrant items.

#### **Public Input:**

Rachelle Levau, a representative on the School Board, is here this evening. She would like to invite the SB to a Facilities Committee meeting to discuss the future of the "white house". The committee is interested in the physical condition of the "white house", as well as any cost estimates for bringing it into compliance with codes. She also wants to extend an invitation to the SB to participate on the committee. The meetings will begin in February and run to June, with one meeting per month for about two hours. Tom agreed to be put on the agenda so he can discuss the information from the state, as well as the cost it would take to repair the building. Ann stated that she may be interested in being on the committee. Rachelle will contact Tom with a time and date of the meeting.

1.6.14 Minutes Cont.

**Correspondence:**

Dave has correspondence in reference to the garbage pick-up that he shared with the Board. The correspondence was in regards to trash not being picked up on private roads, PUD's and services provided by Casella to private citizens/businesses.

**Agenda:**

**D. Jay Leach, Road Foreman:**

Due to the amount of hours the Highway Crew has worked due to the recent ice storm, meeting with D. Jay was postponed.

**Deb Woodward, T.C. & Treas:**

Deb was put on the "revised agenda" in D. Jay's absence.

Deb stated that the election was coming up. She mentioned that the Town Agent and Town Grand Juror, one year positions, are open and asked if anyone was interested in running. Dave felt that all position openings should be made public on the town's website.

Budgeting was scheduled for January 14<sup>th</sup> and 15<sup>th</sup> beginning at 8 am. A SB meeting will be held Monday, January 13 at 6:30 pm. to prepare for employee evaluations. (The employees were notified on December 18, 2013 as to the impending evaluations.)

**Skip Taylor, Z.A.:**

Skip handed out an activities list, dated 1/6/14. He has evaluated his new assistant's 60 day performance.

\*Dave made a motion that we grant a .50 cent raise, seconded by Tom. The motion carried with a vote of 4-0. A document noting the raise will be given to Deb, TC & Treasurer effective 1/6/14

He addressed the Board about the 20-year bond with the Union Bank for the new town office. He would like to lock into a rate by next week; as well as how we would like to make payments whether annually, bi-annually, quarterly, etc. He will have the Union Bank run an amortization schedule to see which would be beneficial to the town. Paul Giuliani, Vermont Bond Counsel, is working with the Union Bank to prepare the Bond. Skip stated that 32 new single family homes as well as 4 condos were permitted in 2013. The permits equate to \$22,880.00 in impact fees, which can be used for the category of "town administration" for the new town office.

Skip will be submitting the grant agreement for the 2014 Municipal Planning Grant Feasibility Study. He will be working with NWRP on this grant.

Tom gave a brief update on the new town office. He discussed switching to Comcast service for phone and internet.

\*Dave made a motion that we swap telecommunication providers for telephone and internet to Comcast at the new town office; seconded by Tom. The motion carried with a vote of 4-0.

1.6.14 Minutes Cont.

**Randy DeVine, W/S Superintendent** (Tom volunteered to be acting Chair.)  
Randy handed out his W/S activity report for the month of December, 2013.  
The report does not include regular daily required activities.  
Dave had questions regarding the implementation of a power outage plan/standard operating procedure as well as a test run once a month. Dave also asked about manhole risers and how many have been repaired. He was questioning if there were reports documenting the repairs.

At this time Randy resumed being the Chair.

**Other Business:**

1. Franklin County Humane Society contract: There were changes made to the contract regarding not taking cats/kittens and that FCHS only accepts dogs on behalf of the town from Bill Stygles, Animal Control Officer or Peter King, Town Constable. After the changes are made Randy DeVine has the consensus of the Board to sign the contract.
2. Employee Policy: The Board agreed to accept the policy:  
\*Tom made the motion to approve the Employee Policy; seconded by Dave. The motion carried with a vote of 4-0.
3. Employee meeting to discuss the mileage log as well as furniture for the new town office will be on Wednesday, January 22<sup>nd</sup> at 10 am.
4. Jim Nelson's access permit was again reviewed. Dave would like the application on the new form accompanied with photos of the area.
5. Town of Fairfax sign for the new town office will be provided by Premier Signs & Graphics at a cost of \$1,985.00.
6. Alpine Overhead Doors, Inc. for the town clerk's office invoice in the amount of \$1,443.00 reviewed.
7. A tentative date of February 14<sup>th</sup> has been set to move into the new town office.
8. Town meeting Selectboard report: Randy will work on the report and a power point presentation.
9. Mail delivery service at the new town office was discussed.
10. Deb Woodward was asked to have Bob Gerenscer from ACS come in to talk about more available options for the programs she uses in the Town Office. We will also invite Ernie from NEMRC to come in and discuss the implementation of a calendar year to a fiscal year.

**Adjourn:**

9:28 pm.: \*Tom made the motion to adjourn; seconded by Dave. The motion carried with all members in favor 4-0.

The minutes were respectfully submitted by Stacy Wells, Adm. Asst.

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Randy DeVine, Chair  
Town of Fairfax Selectboard

RLD/sw

\* Motion made

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Any time the Selectboard "amends" the previous weeks' minutes, there will be a statement to that effect in the minutes of the meeting at which the "amending" occurred.